

APPLICANT INFORMATION HANDBOOK**2008 CERTIFIED POLICE OFFICER
CONTINUOUS RECRUITMENT****WELCOME**

The City of Miami Beach welcomes applications from all qualified individuals. The City is an equal opportunity/drug free employer and does not discriminate on the basis of age, citizenship, pending citizenship status, color, disability, marital status, national origin, race, religion, gender or sexual orientation, except where a bona fide job requirement exists.

Due to the complex nature of the recruitment process, failure to: follow instructions, meet any deadline, respond to an attempt to contact within 24 hours, keep any appointment during the application, testing, background, or any other part of the recruitment process can result in disqualification. The City will not administer any special process for any candidate who fails to adhere to these standards, nor will the City delay the processing of any other candidate for these reasons.

The City anticipates that the recruitment process will take approximately four (4) to six (6) months from the application acceptance, however, circumstances may arise to alter that timeframe.

**THE CITY OF MIAMI BEACH WISHES YOU THE BEST OF LUCK AS
YOU PROCEED THROUGH OUR EMPLOYMENT PROCESS.**

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INTRODUCTION

This booklet was developed for Miami Beach Certified Police Officer applicants. It provides an orientation to the job and the different steps in the selection process. Adequate preparation and familiarization with this booklet will greatly improve your chances of qualifying and becoming a Police Officer with the City of Miami Beach.

If you are serious about an interesting and challenging career as a Police Officer, you are urged to prepare as thoroughly as possible for the different steps in the selection process.

By signing the job application, you acknowledge receipt of this complete package. You must comply with the requirements contained herein to qualify for potential employment as a Police Officer. **An original and a copy** of all required documents must be submitted to the City. Documents must be in English or must be accompanied by a certified English translation. **There are no exceptions.**

THE JOB OF POLICE OFFICER

Nature of Work:

General police functions in the prevention of crime, protection of life and property and apprehension of criminal offenders, through the enforcement of laws and ordinances and the maintenance of community order through the performance of numerous human services, as well as providing general information and assistance to the public.

Illustration of Duties:

- Patrols and prevents crime and answers a wide variety of calls and complaints and arrests those engaged in any violation of a criminal law or ordinance.
- Maintains community order by responding to calls and situations which may escalate from minor disputes, (social crises, or personal problems) to community disorders and resolves these insofar as possible, through application of personal skills or through referral to proper social agencies.
- Enforces traffic laws and investigates traffic accidents.
- Directs traffic, participates in canine and harbor patrol duties and assignments.
- Answers questions asked by the public and gives directions.
- Issues summonses and warnings and serves subpoenas and warrants.
- Assists in controlling crowds; testifies in court; checks doors and windows of commercial establishments after closing hours.
- Performs duties and assignments in coordination with the Detective Division and investigates crimes.
- Participates in Civil Defense programs.
- Prepares reports and records of prescribed duties.
- Acts as a school or community resource officer; utilizes firearms, communication equipment, electronic detectors, audiovisual equipment and the like.
- Performs various clerical and administrative tasks, as required.
- Oversees custody, care and control of prisoners when assigned jailor duties.
- Explains laws, ordinances and general information to citizens.
- Conducts investigations at the scene of a crime or accident, gathers, preserves and correlates evidence, locates witnesses, issues citations, or makes arrests.
- Serves as a Field Training Officer, Training Officer or Range Master.
- Transports and receives property, evidence and prisoners.
- Advises and counsels elderly and indigent persons.
- Maintains daily activity logs; maintains surveillance of known criminals or persons suspected of criminal activity; Interrogates suspects; Prepares cases against suspect.

- Investigates cases of juvenile delinquency and submits reports to juvenile court; assists in the supervision of juveniles held in custody.
- Coordinates and functions with other operational units and functions as a part of such unit when assigned.
- Performs related tasks as required.

THE SELECTION PROCESS

The applicant selection process is comprised of a number of steps, each designed to measure different factors which have been found to be essential to the performance of the Police Officer duties.

- Application Process: Qualifications and Special Requirements
- Background Investigation, including but not limited to:
 - Medical Evaluation
 - Psychological Evaluation
 - Truth Verification Evaluation

Those applicants who meet the qualifications and special requirements for the Certified Police Officer position will be required to submit an application packet, including all the required and supporting documentation

Required Documentation:

- Miami Beach Employment Application
- City of Miami Beach Applicant Agreement to Urinalysis and Other Selection Process for Police Officer
- Certified Police Officer Pre-Screening Questionnaire

Supporting Documentation:

- Proof of passing the Florida State Officer Certification Examination
 - Certification of Completion from Criminal Justice Standards and Training Commission (CJST) **OR**
 - Certification of Completion of Cross Over Training **OR**
 - Certification of Completion of Equivalency of Training and an Equivalency of Training Proficiency Demonstration
- Proof of Age
- Proof of U.S. Citizenship, or proof of application for U.S. Citizenship
- Proof of High School Diploma, its "equivalent," or proof of post-secondary education
- Proof of Florida Driver License
- Proof of Military Service, if claiming Veteran's Preference

Those who meet minimum requirements for the position and provide documentation proving such will be referred to the hiring Department and given a conditional offer of employment. The order in which the conditional offer of employment will be extended will be determined by the date and time of application submission on a "first come – first serve" basis. Candidates who are given a conditional offer of employment will then proceed to the background investigation. The eligibility period will correspond with the validity of the application. Applications will be valid for one (1) year from the date of their submission.

Withdrawal during background process:

If an applicant wishes to withdraw his/her application at any point of the recruitment and/or background process, the applicant must send two notices in writing to the Human Resources Department AND Police Department Background Unit to the following addresses:

**Miami Beach City Hall
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139.**

AND

**Miami Beach Police Department
Attn.: Personnel Resources Unit
1100 Washington Avenue
Miami Beach, FL 33139**

Failure to follow the outlined procedure for withdrawing the application from the process, will result in applicant's disqualification for two (2) years from application submission date. By following the withdrawal procedure, an applicant will be eligible to reapply at any point during the present, continuous recruitment, or any the following one.

If an applicant elects to withdraw his/her application at any point during the hiring and/or background process, and later decides to restart the process, a new application packet will need to be submitted. A new expiration date, concurrent with the date of the application submission, will be applied.

QUALIFICATIONS AND SPECIAL REQUIREMENTS

The State of Florida's Department of Law Enforcement Criminal Justice Standards and Training Commission mandates the qualifications required to become a Police Officer. These qualifications and special requirements will be reviewed during the Background Investigation.

Certified Police Officer applicants must:

1. Meet one of the following criteria:
 - Have State of Florida Basic Law Enforcement Certification-active and in good standing; **OR**
 - Have completed an approved by Criminal Justice Standards & Training Commission (CJSTC) Basic Law Enforcement Training and have passed the Florida State Officer Certification Examination; **OR**
 - Have completed a CJSTC approved State of Florida Cross Training Certification or Equivalency Training and have passed the Florida State Officer Certification Examination.
2. Be at least 19 years of age and be a standard high school graduate or its "equivalent" as the Criminal Justice Standards & Training Commission (CJSTC) has defined the term by rule. Fla. Stat. § 943.13(1) & (3).
3. Be a citizen of the United States prior to appointment. Fla. Stat. § 943.13(2).
4. Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or of a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer. Fla.stat. § 943.13(4).
5. Have his or her fingerprints processed. Fla. Stat. § 943.13(5).
6. Pass a physical examination as scheduled by the City based on specifications established by the commission, (Fla. Stat. § 943.13(6)), including but not limited to:
 - Hearing test
 - Eye test standards include, but are not limited to: uncorrected 20/100 and corrected 20/30; acceptable depth perception and peripheral, night and color (red-green deficiency) vision.

- Urinalysis for controlled substances or evidence thereof. Fla. Admin. Code Rules 11B-27.
 - Psychological evaluation.
7. Have a good moral character as determined by a background investigation under procedures established by CJSTC Fla. Stat. § 943.13(7) and FAC 11B-27
 8. Execute and submit to the employing agency an affidavit-of-applicant form, adopted by the commission, attesting to his or her compliance with subsections (1) – (7) of Florida Statute 943.13. Fla. Stat. § 943.13(8).
 9. Complete a course of basic recruit training approved by the CJSTC, unless exempt, and achieve an acceptable score on the officer certification exam in accordance with Florida Statutes. Fla. Stat. § 943.13(9) & (10) and FAC 11B-27 and 11B-35.
 10. Comply with Section 943.135, Florida Statutes, and CJSTC continuing training and education requirements. Fla. Stat. § 943.13(11) and FAC 11B-27.
 11. Successfully complete background investigation Fla. Stat. § 943.13(7) and FAC 11B-27).
 12. Must have a valid driver's license with a good driving record and must obtain a valid Florida driver's license prior to appointment and maintain it throughout employment without any restrictions affecting job performance. Driving Record will be evaluated.

Age and Citizenship

Applicant must be a minimum of 19 years of age at the time of application. At the time of appointment, an applicant must be a citizen of the United States (**Note:** for these purposes appointment is defined as date of hire by the City of Miami Beach Police Department). Applicants shall either be a United States citizen, or applied for citizenship at the time of application. Applicants who have not attained citizenship by the time their background investigation process is started may be put on hold until they receive documentation of their citizenship or their eligibility expires, whichever occurs first. Verification must be accomplished in accordance with Florida Administrative Code 11B-27:

- Birth Certificate; **OR**
- Court documentation attesting to birth in the absence of a record; **OR**
- Current valid U.S. passport that indicates U.S. Citizenship and date of birth; **OR**
- For Naturalized citizens: Verify age from the Certificate of Naturalization from the Department of Immigration and Naturalization (U.S. Citizenship and Immigration Services); **OR**
- Report of Birth Abroad of a Citizen of the United States issued by a consular office.

Baptismal Certification is not an acceptable verification of age. The Department of Vital Statistics, at your state of birth, may be able to assist.

Any questions regarding this process should be directed to your nearest Department of Homeland Security (U.S. Citizenship and Immigration Services) or the U.S. Secretary of State's Office.

High School Diploma or Equivalent

Applicant must be at least a standard high school graduate or "equivalent" as defined by the Criminal Justice Standards and Training Commission. Verification may be accomplished under FAC 11B-27.0021 by:

- Public high school diploma; **OR**
- Private high school diploma accompanied by documentation that the school is accredited by an organization recognized by the US Department of Education or Council on Higher Education Accreditation; **OR**
- High school equivalency diploma (G.E.D.); **OR**
- Post-secondary degree conferred by an accredited institution; **OR**
- Transcripts showing a secondary education program completion or graduation date; **OR**
- A letter from a School Board District Office verifying completion of a high school program and issuance of a standard diploma; **OR**
- For Individuals who have completed a home school program, documentation that the education program has met the requirements of Fla. Stat. § 1002.41, or of the Department of Education from the state where the home school program was completed; **OR**
- Official transcripts issued by an accredited post-secondary institute identifying an associate's or higher degree or completion of at least 30 semester or 45 quarter hours in accordance with FAC 11B-27; **OR**
- Certificate issued prior to December 31, 1974, by the United States Armed Forces Institute (USAFI) denoting successful completion of high school equivalency examination; **OR**
- For individuals who have completed a foreign high school diploma, documentation transcribed by a certified translator and complies with CJSTC Rule Section 11B-27.

Military Status

Applicant must not have received a dishonorable discharge from any of the Armed Forces of the United States. Verification must be accomplished under FAC 11B-27 by:

- Current military identification; **AND**
- Attestation of non-service; **OR**
- Appropriate military records verifying that the individual has not received a dishonorable discharge (e.g., most recently issued DD214).

BACKGROUND INVESTIGATION

The Background Investigation, Computerized Voice Stress Analysis and/or Polygraph must indicate an individual who is capable of, and suited for, performing the duties and responsibilities of a Police Officer.

Withdrawal during background process:

If an applicant wishes to withdraw his/her application at any point of the recruitment and/or background process, the applicant must send two notices in writing to the Human Resources Department AND Police Department Background Unit to the following addresses:

Miami Beach City Hall
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139.

AND

Miami Beach Police Department
Attn.: Personnel Resources Unit
1100 Washington Avenue
Miami Beach, FL 33139

Failure to follow the outlined procedure for withdrawing the application from the process will result in applicant's disqualification for two (2) years from application submission date. By following the withdrawal procedure, an applicant will be eligible to reapply at any point during the present, continuous recruitment, or any the following one.

DISQUALIFYING CONDUCT:

Due to the complex nature of the recruitment process, failure to: follow instructions, meet any deadline, respond to an attempt to contact within 24 hours, keep any appointment during the application, testing, background, or any other part of the recruitment process can result in disqualification. The City will not administer any special process for any candidate who fails to adhere to these standards, nor will the City delay the processing of any other candidate for these reasons.

Criminal Charges/Arrests:

Arrests by themselves are not an automatic disqualifying factor; however, the circumstances will be investigated and evaluated. Applicants must disclose all prior arrests or other involvement with the criminal justice system whether as an arrested person or a witness for the prosecution or defense. Applicants must disclose all arrests notwithstanding the fact their records have been sealed, expunged or otherwise closed to public inspection.

Applicants will be disqualified if they have been found guilty of, or have pled guilty or Nolo Contendere to any of the following classes of offenses, notwithstanding suspension of sentence or withholding of adjudication.

- Any felony or any crime against the United States designated as a felony, or any offense in any other state, territory or country which would be a felony if committed in this State at time of or after application, or:
- Any misdemeanor or any crime against the United States designated as a misdemeanor, or any offense in any other state, territory or county which would be a misdemeanor if committed in this State at the time of or after application, when such misdemeanor involves:
 - Violence, including abuse or neglect of children, aged or incompetent persons
 - Domestic violence
 - Perjury or falsification, including the making of false reports of crimes or falsification of official documents
 - DUI/BUI conviction within the last seven (7) years
 - Any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state.

Truth Verification Evaluation:

Applicants will be required to take a Truth Verification Examination (i.e., Computerized Voice Stress Analysis (CVSA), polygraph). The Truth Verification Examination will be one method of uncovering any behavior which may require further investigation

Termination by another Law Enforcement Agency:

Any applicant who has been terminated for cause or who has resigned in lieu of termination by any law enforcement agency or this agency may be disqualified, unless they have been exonerated through a review process or the circumstances have been resolved to the satisfaction of the Chief of Police. It shall be the responsibility of the applicant to provide facts that support their suitability to perform as a Police Officer.

Traffic History:

The applicant's driving history will be evaluated to determine any pattern of poor driving behavior with regard to recent experience and seriousness of the violations, regardless of the

withholding of adjudication by a judge or magistrate. The totality of the applicant's driving history may result in disqualification.

Substance Use or Abuse:

Applicants who, through their past or present behavior, indicate a pattern of narcotics, alcohol, or other legal or illegal substance use or abuse, will be recommended for disqualification.

Omissions or Falsifications:

Any falsification, misrepresentation or omission of information on the Personal History Questionnaire (PHQ) or on any questionnaire, statement, or document given during any phase of the application, examination, background process (i.e.; medical, psychological, CVSA, polygraph, etc.) or employment process may result in the disqualification of the applicant.

Military Discharge:

Any dishonorable discharge from military service will result in the disqualification of the applicant. Any Discharge less than Honorable or with conditions may result in disqualification.

Scheduled Appointments:

Failure to keep scheduled appointments without reasonable justification will result in disqualification of the applicant. The Background Investigations Unit Supervisor will determine reasonable justification.

Moral Character:

Fla. Stat. §943 empowers the Criminal Justice Standards and Training Commission (CJSTC) to establish guidelines for determining good moral character. CJSTC Chapter 11B-27 shall be used as a reference in determining the moral character of an applicant. Circumstances will be evaluated on an individual basis. Any certified applicant, who has committed a violation of Chapter 11B-27, after certification was issued, will be disqualified.

Other Factors:

Other factors (including, but not limited to, work history, and credit history) will be evaluated. Applicants may be disqualified, based on the underlying facts and circumstances, and the seriousness of the information developed.

Psychological Evaluation:

After being given a conditional offer of employment, candidates will undergo a psychological evaluation. The psychological evaluation is designed to detect any problem areas the candidate may have in terms of being able to perform the duties of a Police Officer

(e.g. anger control, impulsiveness, etc.).

The psychological evaluation consists of a series of self-administered questionnaires and an individual clinical interview. Applicants will be categorized as "suitable" or "unsuitable;" "Suitable" results will continue in the process. "Unsuitable" results will be disqualified.

Preparing for the Psychological Evaluation:

There is no way to prepare for the Psychological evaluation, except to be relaxed and honest in the way you complete the tests and answer the questions in the interview. Any omission, falsification, or misrepresentation during the psychological evaluation will result in disqualification.

Medical Evaluation:

Applicants must qualify on a job-related medical examination based on specification of the CJSTC (Fla. Stat. § 943.13(6)). The medical evaluation will be administered to applicants after the conditional offer of employment. The medical evaluation is conducted by a physician and includes assessment in areas such as:

- | | |
|--|-----------------------------|
| ❖ Hearing | ❖ Heart |
| ❖ Blood pressure | ❖ Abdomen |
| ❖ Resting pulse | ❖ Skin |
| ❖ Resting respiratory rate | ❖ Neurologic |
| ❖ Corrected and uncorrected visual acuity | ❖ Spine |
| ❖ Color and depth perception | ❖ Extremities |
| ❖ Night vision | ❖ Mental status |
| ❖ Estimated field of vision | ❖ Electrocardiogram |
| ❖ Head, eyes, ears, nose, throat, neck and thyroid gland | ❖ Urinalysis |
| ❖ Thorax and lungs | ❖ Complete blood count |
| | ❖ Blood chemistry pane |
| | ❖ Tuberculosis skin testing |

Any omissions, falsifications, or misrepresentation during the medical history questionnaire and evaluation will result in the disqualification of the applicant.

Disqualification:

Criteria stated in the City of Miami Beach's Standard Operating Procedure for Background Investigations for Police/Detention Officer Applicants will be utilized to recommend disqualification of an applicant for Police Officer. The Chief of Police and/or the Director of the Human Resources Department reserve the right to review and approve the disqualification or disqualify an applicant for other reasons deemed valid by them. Applicants who are disqualified will be ineligible to reapply for 24 months, except that applicants who are disqualified for reasons that are specified by the CJSTC (i.e. felony conviction, etc.) may not ever reapply.

APPLICANT RESPONSIBILITIES

It is the applicant's responsibility to comply with all of the items listed above and below. **Any applicant who does not follow these instructions can be disqualified from the selection process.**

1. Provide complete application packages and all required documentation as listed prior to application submittal.

Required Documentation:

- Miami Beach Employment Application
- City of Miami Beach Applicant Agreement to Urinalysis and Other Selection Process for Police Officer
- Certified Police Officer Pre-Screening Questionnaire

Supporting Documentation:

- Proof of passing the Florida State Officer Certification Examination
 - Certification of Completion from Criminal Justice Standards and Training Commission (CJST) **OR**
 - Certification of Completion of Cross Over Training **OR**
 - Certification of Completion of Equivalency of Training and an Equivalency of Training Proficiency Demonstration
- Proof of Age
- Proof of U.S. Citizenship, or proof of application for U.S. Citizenship
- Proof of High School Diploma, or its "equivalent"
- Proof of Florida Driver License
- Proof of Military Service, if claiming Veteran's Preference
- Other documentation may be required throughout the process

2. CHANGE OF ADDRESS, TELEPHONE, OR OTHER CONTACT INFORMATION – If the applicant has a change of address, telephone number(s), and or any other contact information, then the applicant must send the City notice of such change **in writing to:**

City of Miami Beach
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139

AND

Miami Beach Police Department
Attn: Personnel Resources Unit
1100 Washington Avenue
Miami Beach, FL 33139

This notification **must be signed** by the applicant and must include:

Applicant's full name as given on the application
Applicant's Social Security Number
Applicant's new address and/or new telephone number(s)

REASON: At various times during the selection process, it will be necessary for the City to contact applicants by mail or by telephone. The City will move quickly to test and hire applicants. If the City is unable to contact any applicant quickly, such applicant can be disqualified from the selection process.

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